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ABSTRACT

This guide for counselors contains a brief listing of primarily public domain and government-sponsored resources. It covers career, occupational, and labor market information. Only major sources are listed, and much of the information applies to the state of Michigan. Many of the publications included in the guide are available in libraries and career information centers. The listing consists of four major sections. The section on Career and Career Development Information lists publications that provide information about job categories, training programs, and the status of career development as well as resources designed to foster career exploration and decision making. Some of the information sources are related to professional development and are for career counselors and teachers. The section on Occupational/Labor Market Information lists many publications that provide career-related and job-related information but are more general purpose and narrower in scope than those in the first section. Many of these resources present statistics and are geared more to the professional rather than the student or client. The third section, Occupation and Other Classification Systems, presents the major occupational, educational, and industrial classifications systems. The final section, Information Programs, lists information programs that provide most of the resources covered by this references. They are also potential sources of additional assistance in finding or using information. A total of 59 entries are included in the guide. (NB)

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ED 361 623

A COUNSELOR'S GUIDE TO OCCUPATIONAL INFORMATION

Michigan Occupational Information Coordinating Committee

August 1992

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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MOICC

This publication is sponsored by the Michigan Occupational Information Coordinating Committee (MOICC), an interagency program responsible for promoting the use of occupational information and addressing gaps in career and occupational information delivery.

The Committee would like to acknowledge the contributions provided by Mildred Williams of the Michigan Department of Labor and Gertrude Bonaparte of the Michigan Department of Education in compiling this report.

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INTRODUCTION

This "Guide" is a brief listing of, primarily, public domain and government-sponsored resources. It covers career, occupational, and labor market information. Only "major" sources are listed, so the listing is not exhaustive. However, many of the publications listed here are available in libraries and career information centers.

The listing consists of four major sections:

CAREER AND CAREER DEVELOPMENT INFORMATION - this section lists publications that provide information about job categories, training programs, and the status of career development as well as resources designed to foster career exploration and decision-making. Some of the information sources relate to professional development and are for career counselors and teachers.

OCCUPATIONAL/LABOR MARKET INFORMATION - this section lists many publications that provide career-related and job-related information but are more general purpose and narrower in scope than those in the first section. Many of these resources present "statistics" and are geared more to the professional rather than the student or client.

OCCUPATIONAL AND OTHER CLASSIFICATION SYSTEMS - presents the major occupational, educational, and industrial classifications systems.

INFORMATION PROGRAMS - this section lists information programs that provide most of the resources covered by this reference. They are also potential sources of additional assistance in finding or using information.

User Note: Do not order on the basis of the information in this document. The availability of documents change as do prices, contact the organization responsible for the publication or the publisher.

Please refer to the Table of Contents for a detailed listing. For additional assistance, contact:

Michigan Occupational Information Coordinating Committee (MOICC)
Box 30015
300 Victor Center
Lansing, MI 48909
517-373-0363

CAREER AND CAREER DEVELOPMENT INFORMATION

CAREER GUIDE TO INDUSTRIES

This new publication from the U.S. Department of Labor provides a "career information" perspective to industries such as health, construction, child care services, and many others. Each industry is described in terms of working conditions, employment opportunities and primary occupations. Training requirements, career ladders, and earnings are also presented. Cross-references to the Occupational Outlook Handbook are covered as well. Available by September 1992. Price not available at this time.

Published By: U.S. Department of Labor
U.S. Bureau of Statistics

To Obtain: U.S. Government Printing Office (see page 28)

CAREER INFORMATION IN THE CLASSROOM: WORKSHOP GUIDE FOR INFUSING THE OCCUPATIONAL OUTLOOK HANDBOOK

Developed under sponsorship from the National Occupational Information Coordinating Committee and the U.S. Office of Career Education, this loose-leaf binder contains 512 pages of pre-service and in-service materials for helping teachers use the "Occupational Outlook Handbook" in the classroom. Activities for different grades are presented. Supplementary activity booklets that are grade-level specific are also available. Approximate cost of the loose-leaf binder is $49; activity booklets are available for an additional charge.

Published By: Meridian Education Corporation

To Obtain: Meridian Education Corporation,
236 East Front Street
Bloomington, Illinois 61701
800-727-5507

CAREER NEEDS IN A DIVERSE WORKFORCE: IMPLICATIONS OF THE NCDA GALLUP SURVEY

Expands upon the 1989 Gallup Survey, which was designed to examine important aspects of preparing for and working in America, and to identify career development needs of minority populations. The "Survey" was a joint initiative by the NCDA and the National Occupational Information Coordinating Committee (NOICC). Approximate cost is $13.

Published by: The National Career Development Association (NCDA), a division of the American Counseling Association (ACA) - see next page.

To Obtain: ACA/NCDA Order Services
5999 Stevenson Avenue
Alexandria, VA 22304
800-545-2223

COUNSELING SOFTWARE GUIDE, A RESOURCE FOR THE GUIDANCE AND HUMAN DEVELOPMENT PROFESSIONS

This guide is a comprehensive source of reviews, descriptions, trends and developments in software products for the counseling and human development profession. It includes in-depth reviews of nearly 100 counseling software programs, over 500 software descriptions with ordering information and a "state-of-the-art overview" of software resources. Covered topic areas include: personal/social counseling, career/vocational counseling, education/academic planning, testing, and administrative/record-keeping. Approximate cost is $52.

Published By: The American Counseling Association (ACA)

To Obtain: ACA Order Services
5999 Stevenson Avenue
Alexandria, VA 22304
800-545-2223

A COUNSELOR'S GUIDE TO CAREER ASSESSMENT INSTRUMENTS

The "Guide" is an annotated listing covering the major career assessment instruments. It includes separate chapters on selecting instruments and interpreting their results. A comprehensive bibliography provides the reader with the means to obtain more detailed information. Approximate cost is $25.

Published By: The National Career Development Association (NCDA), a division of the American Counseling Association (ACA)

To Obtain: ACA/NCDA Order Services
5999 Stevenson Avenue
Alexandria, VA 22304
800-545-2223

CURRENT CAREER INFORMATION

A comprehensive list of career information publications compiled and rated (i.e. highly recommended, recommended and useful) by the National Career Development Association (NCDA). The publication is actually a reprint of a listing published in the NCDA's Career Development Quarterly. The list of approximately 500 items of career information is arranged

by the broad categories of vocational, educational and personal counseling. The publication, which includes publishers, prices and other ordering information, is available for a nominal charge.

Published By: National Career Development Association (NCDA), a division of the American Counseling Association (ACA)

To Obtain: ACA/NCDA Order Services
5999 Stevenson Avenue
Alexandria, VA 22304
800-545-2223

DESIGNING AND IMPLEMENTING A CAREER INFORMATION CENTER

This publication includes chapters on: determining the need for a center, starting the center and making it work, maintaining the collection of materials, and evaluating the center. Additional resources include a model layout, suggested activities and a list of references. Approximate cost is $6.50.

Published by: National Career Development Association

To Obtain: Garret Park Press
P.O. Box 190
Garrett Park, MD 20896
301-946-2553

EMPLOYABILITY SKILLS LEARNING ACTIVITIES - MICHIGAN

This publication contains personal management and teamwork "employability skills" for use by teachers and counselors. It includes an implementation guide, resource appendix, personal management skills matrices, teamwork skills matrices, personal management to teamwork link matrix, and learning activities modules. An index to the skills identified by the Secretary's Commission on Achieving Necessary Skills (SCANS) is also included. Approximate cost is $12.50.

Published By: Michigan Department of Education
Career and Technical Education Services

To Obtain: Michigan Center for Career and Technical Education (see page 24)

EVALUATING GUIDANCE PROGRAMS, A PRACTITIONER'S GUIDE

The Guide is designed to stimulate and reinforce the concept that evaluation must be an integral component of every guidance program and demonstrate how results-based guidance can play an important role and involve counselors in program evaluation efforts. The Guide's "how to" features are helpful to target specific components for evaluations, examine program resources

and processes, and identify and measure student's short-range and terminal competencies. Developed by the National Consortium of State Career Guidance Supervisors and American College Testing. Approximate cost is $18.

Published By: ACT Publications

To Obtain: ACT Publications
PO Box 168
Iowa City, IA 52243
319-337-1429

EXPLORING CAREERS

Exploring Careers is a career education resource for young people, especially junior high school students. It is designed to build career awareness through occupational narratives, evaluation questions, activities, and career games presented in 14 occupational clusters. It emphasizes what people do on the job and the importance of "knowing yourself" when exploring career options. An instructor's guide and student workbook are available. Based on the "out-of-print" U.S. Department of Labor publication. Approximate cost is $20.

Published By: JIST Works, Inc.

To Obtain: Contact JIST Works, Inc.
720 North Park Avenue
Indianapolis, Indiana 46202-3431
800-648-JIST

GUIDE FOR OCCUPATIONAL EXPLORATION

The Guide for Occupational Exploration (GOE) supports career exploration and provides occupational information on 12 broad occupational interest areas. Each cluster, which focuses on the "worker group arrangement," includes a general overview of the interest area and a description of the occupations covered. An easy-to-follow question and answer format addressing abilities, values, school subjects, leisure activities, etc., leads career explorers to relevant areas. The publication also includes suggestions on how the guide can be used by counselors in organizing occupational information and in assisting clients in exploring occupational goals. The GOE also contains lists of relevant DOT titles and codes, furnishes information about the U.S. Employment Service's interest and aptitude tests, and provides a tie-in to the General Aptitude Test Battery (GATB). The GOE interest areas are compatible with the Holland interest areas. Approximate cost is $20. A new edition is being planned by the USES.

Published By: U.S. Department of Labor
U.S. Employment Service (USES)

To Obtain: U.S. Government Printing Office (see page 28)

NOTE: Several other versions of the GOE are available from private publishers. A "Second Edition" GOE that was planned by the Department of Labor but never published by them was eventually published by the American Guidance Service, Inc. This edition is in an easy-to-use format and provides a comprehensive process for career exploration suitable for individual or group use. This "process" is supported by worksheets that may be photocopied. Available for around $38 from: American Guidance Service, Box 99, Circle Pines, MN 55014-1796, 800-328-2560.

JIST Works, Inc. publishes (1991 date) "The Enhanced Guide for Occupational Exploration." This version of the GOE concentrates on the 2500 "most important" jobs and presents a comprehensive array of descriptive and statistical information about these jobs. The information covers: academic and vocational skills, aptitudes, temperaments, industry concentration of job, work fields, education and training requirements, physical and stress-related demands, work environment details, job outlook, and salary ranges. Approximate cost is $30. Contact JIST at 800-648-JIST.

The "Worker Trait Group Guide" is described by the Appalachia Educational Library as the "educational version" of the Department of Labor's Guide For Occupational Exploration. The world of work is arranged in 12 interest areas and then subdivided within interest areas by 66 worker trait groups. The skills and abilities needed for success, and other pertinent information such as a "qualifications profile" are presented in a easy-to-understand format. An exploration worksheet is included and may be photocopied for use by students and others. Approximate cost is $25 (see below).

Published by: Meridian Education Corporation

To Obtain: Meridian Education Corporation
236 East Front Street
Bloomington, IL 61701
800-727-5507

IMPROVED CAREER DECISION MAKING (ICDM) IN A CHANGING WORLD

This publication integrates career development theory, labor market concepts, occupational information sources, and career counseling practices in an easy-to-read format. Seeks to improve career counseling practices by citing sources of career information relative to how they may be used and relating career development theories to counseling practices. The publication includes 35 case studies and training activities useful in expanding career horizons. Developed by the National Occupational Information Coordinating Committee as part of its "ICDM" training program. Approximate cost is $18. A trainer's manual is available for approximately $25.

Published By: Garrett Park Press

To Obtain: Garrett Park Press
PO Box 190W
Garrett Park, MD 20896
301-946-2553

LIFE/CAREER DEVELOPMENT LEARNING ACTIVITIES MODULES-MICHIGAN

These modules, for use in the middle school, are keyed to the competencies and behavioral indicators from the Michigan and National Career Development Guidelines. The materials were "piloted" in Michigan schools prior to being published. The activities are categorized and use a catalog approach so that teachers and counselors may select an activity best suited for learning and teaching styles. Outcomes are indexed to the career and employability outcomes of Michigan's "Core Curriculum Model." An implementation guide is included in the packet. Assessment procedures are being developed. Approximate cost is $90.

Published By: Michigan Department of Education
Career and Technical Education Services

To Obtain: Michigan Center for Career
and Technical Education Services (see page 24)

MICHIGAN CAREER OUTLOOK 2000

"OUTLOOK" is a career information newspaper covering approximately 200 occupations based on information from the Michigan Occupational Information System and the Michigan Employment Security Commission. Published in September 1991, the newspaper presents job descriptions, job outlook, earnings, suggested programs and the schools/institutions providing training related to specific occupations. Free.

Published By: Michigan Employment Security Commission

To Obtain: Single copies available free of charge through the Michigan Occupational Information Coordinating Committee (see page 27)

MICHIGAN COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM

A team appointed by the Michigan School Counselors Association has identified a comprehensive guidance and counseling model for use with K-12 education. The proposed document is designed for use in the implementation of the State Board of Education's "Policy and Position Paper on Comprehensive Guidance and Counseling Programs." The model is based upon a Missouri model and the National Career Development Guidelines developed by the National Occupational Information Coordinating Committee (NOICC). The model is linked to the Model Core Curriculum, the employability skills and portfolio efforts, and the Educational/Employability Development Plan. The model will be presented at the Michigan Board of Education, Committee of the Whole, in September 1992. Draft copies are available. Price for final document will be announced. Contact Career and Technical Education Services (see page 23).

MICHIGAN EDUCATIONAL/EMPLOYABILITY DEVELOPMENT PLANNING (EEDP)

Michigan's "Model Core Curriculum" requires the development of a personal plan of action in which the student develops a strategy to assure that the skills necessary for further education and employment are achieved. For E.E.D.P. technical assistance and program development information, contact Career Technical Education Services (see page 23). You may wish to review the following K-12 models developed in Michigan:

"E.E.D.P. Program"
Van Buren Intermediate School District
250 South Street
Lawrence, Michigan 49064
616-674-8001

"Toot Your Own Horn: A Student Handbook," which was developed by a consortium, consists of student guides, teacher materials, and incorporates a computerized management system. Approximate cost is $1.75 for the student version and $2 for teacher materials. For more information contact:

Oakland Schools
2100 Pontiac Lake Road
Waterford, Michigan 48328
313-858-1997

MICHIGAN LICENSED OCCUPATIONS

A comprehensive listing of occupations and selected business activities licensed by the State of Michigan. Requirements such as examinations and fees are addressed. The latest edition is available on computer diskette (IBM) only. Free.

Published By: Michigan Employment Security Commission (MESC)

To Obtain: MESC - Occupational Research Section (see page 25)

MICHIGAN OCCUPATIONAL INFORMATION SYSTEM (MOIS)

MOIS is a comprehensive career information system which provides current information on occupations and training programs in Michigan. The system is available in both microcomputer and microfiche formats. The "MOIS Structured Search" engages individuals in a series of career exploration questions which link a person's skills, abilities, and preferences to career clusters and job specialties. Other "career exploration," or "assessment tools," are supported by MOIS, also. Through use of "MOISCRIPTS," or occupational files, users gain insight into job duties, entry requirements, working conditions, earnings, advancement potential, and employment outlook for over 2,000 occupational specialties. MOIS files also include detailed information on school subjects, vocational training, postsecondary degree and certificate programs, apprenticeships, military training opportunities, and adult education services. (see next page.)

Published By: Michigan Department of Education
Career and Technical Education Services

To Obtain: Commencing with the 1992-93 edition, user sites must pay for MOIS to help support the system. Information will be available by September 1992.
Ingham Intermediate School District
611 Hagadorn
Mason, MI 48854
517-676-1051

MICHIGAN K-12 PROGRAM STANDARDS OF QUALITY, AND THE STATE BOARD OF EDUCATION MODEL CORE CURRICULUM OUTCOMES

On October 15, 1991, the Michigan Board of Education approved two documents covering K-12 education. Aspects of these documents address career development, employability standards, and related outcomes. Both documents were distributed to each building principal. Additional copies of the documents will be available on a cost recovery basis. Approximate cost is $5 for single copies up to 25 copies, and $3 per copy for bulk shipping of 25 copies or more.

Published by: Michigan Board of Education

To Obtain: Michigan Center for Career and Technical Education (see page 24)

MICHIGAN STUDENT PORTFOLIO

The "student portfolio" documents a student's educational, career, and personal development through school. Michigan Public Act 118 requires that "in-formula" districts have a portfolio plan for incoming ninth graders (1992-93 school year). Funding for in-formula districts is tied to this legislative mandate. Further, Public Act 25 calls for a comparable documentation process.

The Michigan Department of Education provides a "portfolio" in a folder format, which may be used to document a student's personal development through high school. A general information booklet and a parent's guide are also available. Educational districts may order these materials, if they are not available from their central office or building administrator, from the Michigan Educational Assessment Program (MEAP) at 517-373-8393. The materials are free, but supplies are limited.

A "student-managed" portfolio is available from:

Van Buren Intermediate School District
250 South Street
Lawrence, MI 49064
616-674-8001

Available products follow:

Bridging the Gap-Student Portfolio - This is a seven minute video covering the portfolio content and process. Target audiences include students, teachers, parents, employers, counselors, and administrators. Item #1000, approximate cost is $20.

Student Workbook - Twenty inserts of student photographs and graphics are included in vinyl display binders. The binders are designed to be consumable but may be recycled. Item #1001, approximate cost is $9.

Instructional Guide - This is a 20-page guide for delivery of the student-managed portfolio. The Guide may be used to develop lesson plans. Item #1005, approximate cost is $5.

Student Inserts for Workbook - 20 inserts designed to be used in vinyl display folder. (NOTE: Same as 1001 without vinyl binder). Item #1002, approximate cost is $5.

Other items available upon request include: vinyl display folders, work sheet inserts, and portfolio brochures.

The St. Joseph Intermediate School District also developed a portfolio that is student centered but "institutionally managed." It consists of a unique portfolio packaging and partnership process and an achievement record for educational activities and accomplishments. In addition, this system includes a mock interview for students. For more information contact:

St. Joseph Intermediate School District
711 St. Joseph Road
Berrien Springs, MI 49103
616-471-7725

The Gratiot-Isabella Intermediate Regional Education Service District has adapted the portfolio developed by the Michigan Board of Education for use at the elementary school level. For more information contact:

Gratiot-Isabella Intermediate School District
1131 E. Center Street
Box 310
Ithaca, MI 48847
517-875-5101

MILITARY CAREER GUIDE

Designed to facilitate military career exploration, the Military Career Guide contains descriptions of 205 common military occupations. For each of the 134 clusters of occupations, the guide describes work activities, physical demands, military training requirements, service representation, related civilian occupations, and career opportunities. The guide also provides information regarding the aptitudes and special qualifications needed for each occupation and explains how

to use the Armed Services Vocational Aptitude Battery (ASVAB) qualifications graph in selecting an appropriate military specialty. The Military Career Guide provides extensive information about military careers and the transferability of military training to the civilian labor market.

Published By: U.S. Department of Defense

To Obtain: U.S. Department of Defense
Military Entrance Processing Command
2500 Green Bay Road
North Chicago, Illinois 60064
800-323-0513

NATIONAL CAREER DEVELOPMENT GUIDELINES

The National Career Development Guidelines represent a major nationwide initiative to foster effective career development at all levels, kindergarten through adult. Sponsored by the National Occupational Information Coordinating Committee (NOICC), the Guidelines provide a blueprint for states, educational institutions, human service agencies and business organizations to use in planning quality career guidance and counseling programs.

The major product of this initiative is a series of local handbooks which guide the formation of comprehensive, competency-based programs at elementary, middle/junior high schools, high schools, post-secondary institutions, and business and community organizations. For each program setting, the handbook contains competency statements which represent the knowledge, skills, and abilities individuals need to deal effectively with their career development. The competencies are organized around three broad areas: self-knowledge, educational and occupational exploration, and career planning. Indicators defining the specific attitudes, skills, and behaviors necessary to demonstrate mastery of the competencies are also included in the guide.

As an added feature, the handbooks describe the organizational capabilities conducive to the administration of good programs at each level and delineate the skills needed by counselors and other career development specialists responsible for coordinating and delivering competency-based programs. The criteria for setting up new programs, evaluating the effectiveness of ongoing programs, and improving program quality are also highlighted.

To assist local program implementers in becoming acquainted with the guidelines, NOICC has established a National Training Cadre. For more information contact the NOICC Training Support Center. Technical assistance is also available from Dr. Jane Goodman, Eastern Michigan University and Dr. Howard Splete, Oakland University, two Michigan-based members of the training cadre. Dr. Goodman can be reached by calling 313-487-0255 and Dr. Splete can be reached at 313-370-4173.

Published By: Northwest Regional Educational Laboratory - see next page.

To Obtain: A brochure and ordering information are available from MOICC (see page 27). The materials are available on loan from the Michigan Center for Career and Technical Education at Michigan State University (see page 24) and are also available for purchase through:

NOICC Training Support Center (NTSC)
Oklahoma Department of Vocational and Technical Education
1500 West Seventh Avenue
Stillwater, OK 74074-4364
405-743-5198

Many resources supportive to the "National Guidelines" have been developed. A few are:

"Developmental Guidance and Small Group Activity Guides" provide ready-made teacher and counselor, classroom or group, guidance activities correlated to the National Career Development Guidelines. Over 600 activities are described by grade level, purpose, how to organize materials needed and how to evaluate competency achievement. The Guides are divided into four volumes K-3, 4-6, 7-9, and 10-12. Each volume has an introduction, an explanation of activities, a description of the National Career Development Guidelines, and a cross-reference matrix of all activities in the volume. A three-volume set suitable for adults is near publication. Approximate cost is $30 for each volume.

Published by: Center on Education and Work
University of Wisconsin-Madison

To Obtain: University of Wisconsin-Madison
Center on Education and Work
964 Educational Services Building
1025 West Johnson Street
Madison, WI 53706
608-263-2929

"Competency-Based Career Development Strategies and the National Career Development Guidelines" provides a review and synthesis of abstracts from the ERIC database on career development activities over the past 10 years that can be related to the "Guidelines" categories and competencies. Analysis of the abstracts indicates who facilitates career development programs at each level and the delivery modes used. Approximate cost is $10.

Published by: Center on Education and Training for Employment
Ohio State University

To Obtain: Center Publications
1900 Kenny Road
Columbus, OH 43210-1090

(continued on next page)

Directory of References 1991, entitled "National Career Development Guidelines Listing of Resource Materials Developed at National and State Levels," identifies state and national materials pertaining to the National Career Development Guidelines that are available through the ERIC System (Greensboro, NC) and the NOICC Training Support Center (NTSC). Contact the NTSC (see page 13).

OCCUPATIONAL OUTLOOK HANDBOOK

A comprehensive, popular source of career information, the Occupational Outlook Handbook (OOH) contains detailed information on approximately 200 occupations covering the majority of jobs in the U.S. economy. Clustered into 19 broad groupings, the handbook highlights the nature of occupations, working conditions, the education training, and other qualifications needed for specific occupations, job outlook, earnings, related occupations, and sources of additional information. Approximate cost is $23. Individual reprints of various sections are available for a minimal fee.

Published By: U.S. Department of Labor
Bureau of Labor Statistics

To Obtain: U.S. Government Printing Office (see page 28)

OCCUPATIONAL OUTLOOK QUARTERLY

A supplement to the Occupational Outlook Handbook, this journal is designed to provide timely information on occupational and employment developments. Published quarterly, each issue contains articles dealing with such topics as: new technology, labor force trends, training opportunities, and occupational outlook. The periodical also reviews new counseling techniques and frequently includes activities and summary information suitable for classroom or group use. Approximate cost is $11 for an annual subscription, $3 single copy.

Published By: U.S. Department of Labor
Bureau of Labor Statistics

To Obtain: U.S. Government Printing Office (see page 28)

POLICY AND POSITION PAPER ON COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAMS

This document contains the Michigan State Board of Education's position on guidance and counseling programs. It recommends program articulation at all educational levels. Additionally, there are recommended student-counselor ratios. Available for a nominal charge from the Michigan Center for Career and Technical Education (see page 24).

POSTSECONDARY ADMISSIONS AND FINANCIAL ASSISTANCE HANDBOOK

This handbook provides a comprehensive listing of more than 7,000 instructional programs offered at postsecondary institutions in Michigan. Both academic and occupational programs are covered through the use of the Classification of Instructional Programs (CIP). The handbook also addresses educational and career planning as well as financial aid. Available without charge, but supplies are limited.

Published By: Michigan Department of Education
Student Financial Assistance Services

To Obtain: Office of Student Financial Assistance Services
P.O. Box 30008
Lansing, Michigan 48909
517-373-0457

TIPS FOR FINDING THE RIGHT JOB

Advises a person on what they need to know to market their talents effectively to find the right job. This pamphlet is geared to helping people evaluate their interests and skills, find job information, write resumes and application letters, prepare for job interviews, organize their time, and take tests. Approximate cost is $1.25.

Published by: U.S. Department of Labor
Employment and Training Administration

To Obtain: U.S. Government Printing Office (see page 28)

WORKFORCE READINESS/EDUCATION FOR EMPLOYMENT

These are instructional materials developed for a national consortium of vocational educators, including representation from Michigan, which are a multi-media curriculum directed to problem-solving, teamwork, and self-management. There are three units, each with three to six modules, which could form a full semester of instruction in 75 class periods. The materials are available on video, interactive laser disc, computer software, and in print. Instructor support materials are also available. For additional information, contact: Career and Technical Education Services, Career Guidance Consultant (see page 23).

WORKING IN AMERICA: A STATUS REPORT ON PLANNING AND PROBLEMS

This publication provides an in-depth analysis of several of the issues covered in the 1987 Gallup Survey on preparing for and working in America. The survey was conducted for National Occupational Information Coordinating Committee and the National Career Development Association (NCDA). Approximate cost is $10. A photocopied "summary" report on the 1989 survey results is available from MOICC (see page 27). See next page for ordering information.

Published By: National Career Development Association (NCDA), a division of the American Counseling Association (ACA)

To Obtain: ACA/NCDA
Order Service Dept.
5999 Stevenson Avenue
Alexandria, Virginia 22304
800-545-2223

OCCUPATIONAL/LABOR MARKET INFORMATION

AFFIRMATIVE ACTION INFORMATION REPORT

Presents estimates of population and labor force characteristics by sex and race. Also presents major occupational groupings of the employed and unemployed by sex and race. Separate reports are available for Michigan and 68 labor areas. Free.

Published By: Michigan Employment Security Commission

To Obtain: MESC - Bureau of Research and Statistics (see page 25)

ANNUAL PLANNING INFORMATION REPORT

The Annual Planning Information Report (APIR) provides a comprehensive array of labor market and related labor force statistics that are essential for human resource planning and development. Prepared separately for the state of Michigan and the 27 local Service Delivery Areas involved in the planning and administration of federal Job Training Partnership Act (JTPA) programs, the APIR provides a snapshot of the geographic distribution and demographic characteristics of the economically disadvantaged population. The report also analyzes the impact of projected national economic developments on industry employment in Michigan, occupational employment trends, and labor force dynamics. Free.

Published By: Michigan Employment Security Commission

To Obtain: MESC - Bureau of Research and Statistics (see page 25)

COUNTY BUSINESS PATTERNS - MICHIGAN

Provides information on Michigan employment by industry classification, employment size of business, and county location. First quarter employment and payroll are provided. Published annually by the U.S. Department of Commerce, the data are useful to job placement personnel and others who need detailed information on the employer market. Approximate cost is $11.

Published By: U.S. Department of Commerce
Census Bureau

To Obtain: U.S. Government Printing Office (see page 28)

EMPLOYMENT AND EARNINGS

This periodical provides monthly, quarterly, and annual statistics for the nation and states with data series on labor force, employment and unemployment. Annual subscription is under $30.

Published By: U.S. Department of Labor
Bureau of Labor Statistics

To Obtain: U.S. Government Printing Office (see page 28)

HANDBOOK FOR ANALYZING JOBS

This manual provides an explanation of the procedures and techniques used by the public employment service to analyze jobs and to document results of occupational analyses in the public sector, private industry, and other non-governmental establishments. The guide reviews the concepts and principles in basic job analysis and outlines the procedures for conducting a job analysis study. An overview of the tasks involved in preparing a staffing schedule, a key element in investigating the nature and distribution of jobs and workers by industry, is also provided. The 1991 Edition provides important background information on the 1991 edition of the DOT. Approximate cost of $12.

Published By: U.S. Department of Labor
Employment and Training Administration

To Obtain: U.S. Government Printing Office (see page 28)

MICHIGAN OCCUPATIONAL WAGE INFORMATION

This publication displays, by DOT job classification and employee skill level (i.e. beginning, intermediate, and senior), the minimum and maximum monthly earnings for selected occupations in Michigan. The data presented is based on a compilation and analysis of federal, state, regional, and industry-specific wage information sources. A salary conversion table, which converts monthly earnings to hourly, weekly, and annual pay rates, is also included in the guide.

Published By: Michigan Employment Security Commission

To Obtain: MESC - Bureau of Research and Statistics (see page 25)

MONTHLY LABOR REVIEW

The Monthly Labor Review is a government research journal in economics and the social sciences. It regularly features a review of developments in employment, education, job training, and industrial relations. Book reviews and current labor statistics are also included. Annual subscription is under $30 - see next page for ordering information.

Published By: U.S. Department of Labor
Bureau of Labor Statistics

To Obtain: U.S. Government Printing Office (see page 28)

OCCUPATIONAL PROJECTIONS AND TRAINING DATA

Occupational Projections and Training Data is a statistical and research supplement to the Occupational Outlook Handbook. The publication presents comprehensive data on current and projected employment, occupational supply and demand, turnover rates, and replacement needs. Employment profiles, grouped into 18 broad occupational areas, provide detailed information regarding the educational and training prerequisites, usual entry requirements, and demographic characteristics of workers in 185 occupations. Approximate cost is $5.50.

Published By: U.S. Department of Labor
Bureau of Labor Statistics

To Obtain: U.S. Government Printing Office (see page 28)

OCCUPATIONAL PROJECTIONS AND TRAINING INFORMATION FOR MICHIGAN (OPTIM)

An interactive computerized data base which provides occupational supply and demand information by geographic area for Michigan and 19 regions of the state. OPTIM unifies a broad base of information into a single system and allows users to examine many important employment variables, including an industry's occupational profile, occupational growth rates, training time, and average annual job openings. OPTIM's ability to generate customized information can assist data users to pinpoint the data they need. OPTIM is housed at the Wayne State University Computer Center and is accessed via the MERIT network over standard telephone lines. For further information contact the Michigan Employment Security Commission, Bureau of Research and Statistics (see page 25). OPTIM is provided free of charge. User costs are limited to computer time and telephone charges.

OCCUPATION/INDUSTRY OUTLOOK 1995

Provides occupational and industry employment estimates and forecasts for Michigan. Using an econometric forecasting model, developed in collaboration with the University of Michigan, the publication presents detailed statewide industry forecasts that gauge the prospects for individual occupations. Other publications cover occupational and industry forecasts for 19 sub-state regions. New publications covering forecasts to the year 2000 are imminent. Free.

Published By: Michigan Employment Security Commission

To Obtain: MESC - Bureau of Research and Statistics (see page 25)

OUTLOOK 1990-2005

Presents estimates of economic growth patterns and projections for industry and occupational employment for the United States. Articles are written to help counselors, job placement personnel, and interested clients understand population and employment trends in the U.S. economy. Approximate cost is $8.50.

Published by: U.S. Department of Labor

To Obtain: U.S. Government Printing Office (see page 28)

SELECTED CHARACTERISTICS OF OCCUPATIONS DEFINED IN THE DICTIONARY OF OCCUPATIONAL TITLES, 1981

This supplement to the DOT contains expanded interpretations of significant job characteristics for a wide range of occupations requiring similar capabilities. It presents detailed information on physical demands, environmental conditions, minimal levels of math and language proficiency needed to perform job tasks, and the "specific vocational preparation" or training time required for each job defined in the 4th Edition DOT (1977). A new edition is planned by the U.S. Department of Labor. Approximate cost of the 1981 edition is $24.

Published By: U.S. Department of Labor
Employment and Training Administration

To Obtain: U.S. Government Printing Office (see page 28)

U.S. INDUSTRIAL OUTLOOK

This annual document provides a compact survey of over 200 major industries in the United States. The U.S. Industrial Outlook provides descriptive information on current developments, long-range economic forecasts, projected technological developments, and commentary on overall business trends in the U.S. Approximate cost is $15.

Published By: U.S. Department of Commerce
International Trade Administration

To Obtain: U.S. Government Printing Office (see page 28)

CLASSIFICATION SYSTEMS

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

The Classification of Instructional Programs (CIP) provides descriptions of educational programs at the elementary, secondary, and post-secondary levels. Instructional programs are defined as one or more structured learning experiences designed to accomplish a predetermined objective or set of allied objectives. The publication, which presents coded classifications and definitions of over 30 categories and 50 specific subcategories of instructional programs, also describes the content of programs at three levels and focuses on both the program purpose and the program category. The CIP is a source of general information about the structure of instructional programs and related subject matter. Approximate cost of $7.50.

Published By: U.S. Department of Education
Office of Educational Research and Improvement

To Obtain: U.S. Government Printing Office (see page 28)

DICTIONARY OF OCCUPATIONAL TITLES, FOURTH EDITION, REVISED 1991

The Dictionary of Occupational Titles (DOT) defines and classifies more than 20,000 occupations that are performed in the U.S. economy. Occupations are grouped into a systematic classification structure based on interrelationships of job tasks and worker requirements. Each occupation has an occupational title, a unique nine-digit code, and a definition. The definition contains the industry or industries in which the occupation is found, alternative titles, a description of the tasks performed, and related occupations. The 1991 edition includes a "definition trailer," which identifies many job characteristics found in various DOT-related publications published separately in the past. Approximate cost is $23.

Published By: U.S. Department of Labor
Employment and Training Administration

To Obtain: U.S. Government Printing Office (see page 28)

STANDARD INDUSTRIAL CLASSIFICATION MANUAL

The Standard Industrial Classification Manual (SIC) codes business establishments in the U.S. economy according to the type of product or service in which they are engaged. It categorizes industries into divisions, major groups and sub-groups, and provides descriptive information regarding the nature of the industry. Approximate cost is $15.

Published By: U.S. Office of Management and Budget

To Obtain: U.S. Government Printing Office (see page 28)

STANDARD OCCUPATIONAL CLASSIFICATION MANUAL

The Standard Occupational Classification Manual (SOC) provides a common, easy-to-use coding structure for occupations performed for pay or profit. The SOC groups all occupations contained in the DOT into 22 broad occupational categories and classifies them according to the similarity of worker functions. The manual also provides information for cross-referencing and aggregating occupation-related data. The SOC coding structure is used in most computer-based Career Information Delivery Systems (CIDS) in the nation and, therefore, provides a "standard" way to organize occupational materials in libraries and career resource centers. Approximate cost is $30.

Published By: U.S. Department of Commerce
Federal Statistical Policy and Standards

To Obtain: U.S. Government Printing Office (see page 28)

VOCATIONAL PREPARATION AND OCCUPATIONS

Serving as a crosswalk between occupational and instructional classification systems, the Vocational Preparation and Occupations (VPO) is designed to assist users in comparing information contained within the various occupational classifications systems. The VPO connects the Department of Education vocational program categories in the Classification of Instructional Programs to occupations in the Dictionary of Occupational Titles (DOT) and the Standard Occupational Classification (SOC). Linkages are also made to the Occupational Employment Statistics (OES) code. The text also displays "training time" and other DOT characteristics. It is an important resource for identifying potential occupations associated with educational programs.

Published By: National Occupational Information Coordinating Committee

To Obtain: Out-of-Print, contact the Michigan Occupational Information Coordinating Committee for special computer runs from current occupational code crosswalks (see page 27). See also the National Crosswalk Service Center (see page 27).

INFORMATION PROGRAMS

AMERICAN COUNSELING ASSOCIATION (ACA)

Request the ACA catalog, which presents numerous publications and other resources for the career counselor.

Published by: American Counseling Association (ACA)

To Obtain: ACA Order Services Department
5999 Stevenson Avenue
Alexandria, VA 22304-9990
800-545-2223

BUREAU OF LABOR STATISTICS (BLS), CHICAGO REGIONAL OFFICE

Bureau of Labor Statistics
U.S. Department of Labor
230 South Dearborn Street
Chicago, IL 60604
312-353-1880
(General information number)

CAREER AND TECHNICAL EDUCATION SERVICES, MICHIGAN DEPARTMENT OF EDUCATION

For assistance with career guidance activities and related legislative and State Board of Education initiatives such as career and employability outcomes of the Model Core Curriculum, student portfolio information, Michigan Comprehensive Guidance and Counseling Program Model, and "American Careers" magazine, contact:

Career Guidance Consultant
Career and Technical Education Services
Michigan Department of Education
Box 30009
Lansing, MI 48909
517-335-0351

COLLEGIATE EMPLOYMENT RESEARCH INSTITUTE

The Collegiate Employment Institute collects, analyzes, and disseminates information on the initial employment outcomes of Michigan's college and university graduates. Follow-up studies track relative earnings and trace the relationship between field of study and labor market prospects. Institute staff also conduct research on issues relevant to the career development and occupational mobility of the college educated workforce. Study results are communicated through reports and a quarterly newsletter. For more information, contact the Institute at:

Career Development and Placement Services
113 Student Services Building
Michigan State University
East Lansing, Michigan 48824-1113
517-355-2211

EDUCATIONAL RESOURCE INFORMATION CENTER/COUNSELING AND PERSONNEL SERVICES (ERIC/CAPS)

The Educational Resource Information Center (ERIC) is a computerized data information system which serves as a nationwide depository for educational and related research. Sponsored by the U.S. Department of Education, ERIC provides information through a variety of products and services and is the largest educational related database in the world. The regional resource center located at the University of Michigan, Counseling And Personnel Services (CAPS), is one of the 16 subject-oriented clearinghouses in the ERIC system. CAPS' broad coverage includes K-12, postsecondary, and adult counseling and guidance services, career and labor market information, and human resource development in business, industry, and government. Through their combined resources, ERIC/CAPS has the capacity to produce a wide range of subject-specific materials such as monographs, special issue papers, document reproductions, bibliographies and digests. The center's staff also offers question-answering services, computer searching of the ERIC database, and national, state and local workshops on counseling and human service issues. For information regarding the activities, products, or services provided contact:

ERIC/CAPS
2108 School of Education
610 East University
University of Michigan
Ann Arbor, MI 48109-1259
313-764-9492

MICHIGAN CENTER FOR CAREER AND TECHNICAL EDUCATION

The Michigan Center for Career and Technical Education was established as a resource agency to provide consultant and technical assistance services to individuals and agencies involved in the planning, development and delivery of educational and training related programs. Housed on the campus of Michigan State University, the center: maintains a lending library with over

8,000 printed, audiovisual and computer software materials; operates a locator service with access to nationally normed testing and assessment instruments; develops customized training packages; and conducts national database searches for curriculum guides, textbooks, research studies, abstracts and instructional planning materials. The center also provides a business locator service covering information on 280,000 businesses in Michigan. The center utilizes the Michigan Vocational Education Information System to expedite information exchange and quarterly publishes "Bibnotes," a newsletter which features issues and resources of interest to educators and guidance and placement personnel. For additional information and a catalog of available materials and services contact:

Michigan Center for Career and Technical Education
133 Erickson Hall
Michigan State University
East Lansing, MI 48824-1034
800-292-1606

MICHIGAN EMPLOYMENT SECURITY COMMISSION (MESC)

Bureau of Research and Statistics

The Bureau of Research and Statistics operates Michigan's Labor Market Information program covering occupational projections, estimates of employment and unemployment, and earnings information. The MESC also prepares many of the reports and publications referenced in this publication. Request the "Labor Market Information Directory" for more information:

Bureau of Research and Statistics
Michigan Employment Security Commission
7310 Woodward Avenue
Detroit, MI 48202
313-876-5427

Occupational Research Section

Prepares many "job-seeking" booklets which may be helpful to personnel involved with career counseling, job placement and employment-readiness programs. In addition, this unit of the MESC prepares much of the information for the "MOISCRIPTS," or the occupational files, contained in the Michigan Occupational Information System (MOIS). They also produce "Michigan Licensed Occupations." For more information contact:

(continued on next page)

Occupational Research Section
Michigan Employment Security Commission
7310 Woodward Avenue
Detroit, MI 48202
313-876-5300

Occupational Analysis Field Center (OAFC)

OAFC is one of five regional field centers supported by the U.S. Department of Labor, Employment and Training Administration, to conduct occupational research for the Dictionary of Occupational Titles and related programs. Provides technical assistance on DOT issues, including help with the Occupational Code Request (OCR) program. For more information contact:

Michigan Occupational Analysis Field Center
Michigan Employment Security Commission
7310 Woodward Avenue
Detroit, MI 48202
313-876-5140

Test Development Field Center

The Northern Test Development Field Center conducts, coordinates, and monitors a program of occupational test development and validation and performs related special projects in 20 states located in the north and northeastern parts of the country. The Detroit center, which operates under the direction of the Michigan Employment Security Commission, also provides technical assistance and training related services. For more information about the center contact:

Test Research Center
Michigan Employment Security Commission
7310 Woodward Avenue
Detroit, MI 48202
313-876-5271

MICHIGAN OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

The Michigan Occupational Coordinating Committee (MOICC) is an interagency program responsible for improving occupational information and activities vary each year. Recent activities have included career information newspaper development, counselor seminars on the use of labor market information and this counselor's reference on information. The MOICC program also helps people locate occupational and related information. For more information contact:

Michigan Occupational Information Coordinating Committee
Victor Office Center, Third Floor
P.O. Box 30015
Lansing, MI 48909
517-373-0363

NATIONAL CAREER DEVELOPMENT ASSOCIATION (NCDA)

Request NCDA's "Publications and Products" list. It covers a number or resources of value to career counselors and career development professionals. For more information contact:

National Career Development Association (NCDA)
5999 Stevenson Avenue
Alexandria, VA 22304
800-545-2223

NATIONAL CROSSWALK SERVICE CENTER

The National Crosswalk Service Center is a technical resource center of the National Occupational Information Coordinating Committee (NOICC). The center maintains and operates NOICC's Master Crosswalk, an extensive computerized database that connects the five major occupational and educational classification systems used by the federal government. Through the Master Crosswalk, data classified in each of the systems can be related to data that is classified in one or all of the other systems. The database can be used by itself or in conjunction with the other databases to "crosswalk" from one classification system to another. In addition to managing and updating the Crosswalk, the Center operates a computerized bulletin board service through which occupational data files can be obtained electronically, custom designs special reports, and serves as a depository of occupational and educational information resources. Products and services are provided on an at-cost basis. For information on products, contact MOICC (see page 27) or:

National Crosswalk Service Center
Iowa Occupational Information Coordinating Committee
200 East Grand Avenue
Des Moines, Iowa, 50309
515-242-4881

PROJECT OUTREACH OF THE MICHIGAN BOARD OF EDUCATION

For copies of "The Status of Career Guidance in Michigan Schools" and "The Status of Job Placement Services in Michigan Schools" contact:

Michigan Department of Education
Project Outreach
P.O. Box 30008
Lansing, Michigan 48909
517-373-4631

U.S. GOVERNMENT PRINTING OFFICE (GPO)

U.S. Government Printing Office (GPO)
Patrick V. McNamara
Detroit Bookstore #18, Federal Building
477 Michigan Avenue
Detroit, MI 48226
313-226-7817

State of Michigan
Michigan Occupational Information
Coordinating Committee
P.O. Box 30015
201 N. Washington Square
Lansing, MI 48909

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